



## State of Nevada – Department Of Personnel

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### CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>ASSISTANT ADMINISTRATOR, STATE LIBRARY SERVICES (NSLA)</b>	<b>41</b>	<b>A</b>	<b>4.107</b>

Under general direction, administer the Nevada State Library services; and act on behalf of the State Library and Archives Administrator in coordinating administrative and programmatic efforts throughout the Nevada State Library and Archives (NSLA) as assigned.

Manage the State Library's public and technical services, including circulation, reference and research for State agencies and the legislature, businesses and economic development organizations, and the public; the inter-library loan program; acquisition, cataloging, and serials; the Regional Library for the Blind and Physically Handicapped; U.S. Government Federal Depository; the U.S. Bureau of Census State Data Center; the State Publications Distribution Center; telecommunications networks connecting catalogs and circulation systems and databases of the State library and other Nevada public libraries; and statewide access to an international computer network. Supervise subordinate supervisors; initiate or review and approve personnel actions; ensure appropriate training, professional development, discipline, reward and recognition for staff.

Develop goals and objectives of State Library services to meet the requirements of agency head, statutory duties, agency master plan, and statewide master plan. Plan and organize staffing and assignments to meet the needs of new or changed programs and services. Appoint NSLA staff to work on statewide library-related projects and committees. Serve as a consultant to other libraries and agencies in fulfillment of statutory duties and in response to requests.

On behalf of the Administrator, manage special projects such as coordination of the new NSLA building project, automation planning and implementation, and Internet access by State agencies and libraries.

Develop, organize and project budget needs for State Library services; oversee and coordinate budget preparation and management for NSLA; prepare and present responses and testimony for budget hearings; and coordinate and review expenditures. Direct and control the expenditure of grant funds to ensure that grant requirements are met.

Develop, plan, establish and promote new library programs and services including resource sharing, networking and other interagency cooperation at local, state, regional and national levels to meet current and future needs. Chair and/or participate on a variety of local and statewide committees and task forces to review and/or develop systems, policies, and programs, including statewide automation, interlibrary loan services, and continuing education.

Develop policy and procedure for assigned NSLA sections within statutory authority; recommend legislation related to NSLA services to the Administrator. Oversee and participate in the development and presentation of grant applications and funding proposals to further enhance programs and services. Oversee contract development and administration and hiring of contract staff for grant and other special projects.

Represent the Library to the media. Coordinate public relations activities to ensure that consistent and representative information is disseminated. Participate in professional organizations, meetings, seminars, and

conferences; and contribute to professional literature. Oversee and participate in the development of training and promotional materials and exhibits, and presentations to citizen, business, and professional groups

Using the full range of available reference tools and resources, respond to the most sensitive and complex reference and research questions. Prepare reports as required by statute, State officials, and the Administrator.

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### MINIMUM QUALIFICATIONS

**EDUCATION AND EXPERIENCE:** Graduation from a library school accredited by the American Library Association and five years of progressively responsible professional library experience, of which two years included managerial or administrative experience in library services with responsibility for program and policy development, communication of the importance of library services, developing and monitoring a budget, supervising professional staff, and overseeing a comprehensive library program.

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**Thorough knowledge of:** professional library principles, practices, methods, materials and equipment; available reference and research resources. **General knowledge of:** governmental budgeting, accounting, auditing and purchasing principles and practices. **Ability to:** supervise and coordinate the work of professionals, technical and clerical staff performing multiple functions; evaluate and adjust priorities in response to changing directives, organizational and client needs; analyze data and situations in a variety of fields, consider relevant options, and make sound decisions or recommendations; modify ideas and practices in response to changing demand or technologies, and to use staff input and talent; read and explain legal, technical and professional documents; communicate effectively orally and in writing with groups and individuals from diverse cultural and economic backgrounds; establish and maintain cooperative working relationships; work independently with minimum supervision.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES** (typically acquired on the job):

**Thorough knowledge of:** current issues in library information science including library planning, administration, public and technical services. **Knowledge of:** the political and social context in which libraries and information centers function; current library automation technologies; federal, state and local statutes and regulation applicable to library administration; Nevada's executive and legislative processes, statutes, rules and regulations pertaining to program administration. **Ability to:** develop, analyze and justify programmatic budgets; organize and manage the provision of information resources to a diverse clientele, using a wide variety of formats, technologies, and equipment; develop and implement space and facility management plans; represent the agency to the media, statewide committees, elected officials, the business community, and the public.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

### 4.107

ESTABLISHED: 6/10/82R  
6/11/82PC  
REVISED: 7/1/89R  
3/13/90PC  
REVISED: 7/1/91P  
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